



**DRAFT MINUTES**  
**CITY OF SANTA MONICA**  
**HOUSING COMMISSION MINUTES**  
**August 15, 2019**



**1. CALL TO ORDER & ROLL CALL:** A regular meeting of the Santa Monica Housing Commission was called to order by Chair Soloff at 4:40 p.m. on Thursday, August 15, 2019, at the Ken Edwards Center, 1527 4th Street.

**A. ROLL CALL**

- **Present:** Chair Soloff  
Vice Chair Hilton  
Commissioner Buchanan  
Commissioner Bloch
- **Absent:** Commissioner Katz
- **Staff Present:** Housing Manager, Barbara Collins  
Commission Secretary, Melinda Espinoza

**2. PUBLIC INPUT**

- Josh Hamilton

**3. APPROVAL OF MINUTES**

**A.** Approval of minutes for the July 18, 2019 Housing Commission meeting was tabled until the next meeting.

**4. DISCUSSION ITEMS**

None

**5. ACTION ITEMS**

**A. HOUSING AUTHORITY ADMINISTRATIVE PLAN**

Discussion and possible action providing input regarding proposed discretionary revisions to the Housing Authority's Administrative Plan.

Motion by Vice Chair Hilton, seconded by Chair Soloff that in order to better prioritize the extremely and very low-income workforce for our Section 8 Waiting List, recognizing that Santa Monica has a prominent hospitality/service industry, whereby 36 hours or more of weekly employment is not the standard, the Housing Commission supports amending the local work requirement from the current minimum 36 hours to 25 hours per week.

The motion was approved by the following vote:

AYES: Chair Soloff, Vice Chair Hilton, Commissioner Buchanan,  
Commissioner Bloch

NOES: NONE

ABSTAIN: NONE

ABSENT: Commissioner Katz

**C. PROPOSED REGIONAL HOUSING NEEDS ASSESSMENT ALLOCATION  
METHODOLOGIES**

Discussion of the Southern California Association of Government's (SCAG) proposed methodologies for allocating the Regional Housing Needs Assessment to individual cities, including Santa Monica, and possible action regarding recommendations to SCAG and City Council.

Motion by Chair Soloff, seconded by Commissioner Bloch, to recommend to City Council and SCAG that they adopt the Regional Housing Needs Assessment (RHNA) methodology option one, and that it be selected 1) because it takes into account which cities have and have not carried more than their fair share in the last two RHNA cycles and 2) because, as stated on page 9 of the report, "...the conditions of cost-burden have disproportionate impacts on lower income households. For example, a lower income household paying 40 percent of their income on housing has less remaining income available for other costs than that of a higher income household that spends the same percentage on housing. The lower the income of the household the more impact overpaying on household costs becomes. In addition, past RHNA progress reports indicated that the RHNA target for above moderate income housing has been met while not for the other three income categories: very low, low and moderate. For this reason,

SCAG recommends that existing need focus on three income categories and exclude above moderate income housing from a jurisdiction’s existing need,” and that the Commission believes that in light of that, option one is correct in that the existing housing need should all be allocated to affordable housing.

The motion was approved by the following vote:

AYES: Chair Soloff, Vice Chair Hilton, Commissioner Buchanan,  
Commissioner Bloch

NOES: NONE

ABSTAIN: NONE

ABSENT: Commissioner Katz

**B. PRESERVING OUR DIVERSITY (POD) EXPANSION TO A SECOND PHASE PILOT 2 PROGRAM**

Discussion of current status of Preserving Our Diversity (POD) phase Pilot 2 program, including “Proposed POD Policies and Procedures Manual” provided to City Council, and possible action regarding recommendations to Housing Division and City Council.

Presentation by Chris Baca, Executive Director of Meals on Wheels.

**D. WORK PLAN**

Discussion of annual work plan and potential priorities, and possible action setting long-range agenda and work plan.

**Public input:**

- Catherine Eldridge

**6. HOUSING MANAGER’S REPORT**

Housing Manager, Barbara Collins, reported:

- This week, the Housing Authority underwent an in-person Continuum of Care (CoC) audit that had no findings or concerns.
- This week, the Housing Authority had to provide all fiscal documentation – from 2014 to the present – for a HUD monitoring review of financial records for the Section 8 program. HUD will begin its audit on August 20.

- This week, the Housing Authority was notified by LAHSA that it had four days to submit its new application for Continuum of Care (CoC) vouchers. The Housing Authority has applied for 30 new CoC vouchers.
- The Housing Authority has the following reports and applications due to HUD by the end of August:
  - CoC renewal applications for the Housing Authority’s existing vouchers
  - The Section 8 Management Assessment Program (SEMAP), a certified assessment of all Section 8 programs
  - Annual unaudited financial data system reporting
  - The Consolidated Annual Performance and Evaluation Report (CAPER)
  - Application for 20 new VASH vouchers
- Additionally, the Housing Division is short-staffed, and one administrator is on vacation while another will be going on leave soon. So, staff has very limited bandwidth for the remainder of the month.

**7. CHAIR/COMMISSIONER’S REPORT**

- Commissioner Bloch provided an article about the Moving to Opportunity Program.
- Vice Chair Hilton provided two handouts: One described a HUD/City of Los Angeles affordable housing requirement to incorporate interior features for persons with mobility, vision and hearing disabilities. The other is about alternative ADU housing, for example, structure portability and pre-fab construction.

**8. ADJOURNMENT OF THE HOUSING COMMISSION**

On the order of the Chair, the Housing Commission meeting was adjourned at 9:36 p.m.

The next regular Housing Commission meeting date is scheduled on Thursday, September 19, 2019 at 4:30 p.m.

ATTEST:

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Michael Soloff  
Chair, Housing Commission

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Melinda Espinoza  
Housing Commission Secretary